City of Hartford

SMARTSTREAM



PURCHASE ORDER MAINTENANCE MANUAL

March 15, 2004

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OVERVIEW

The Department Purchasing Class Manual has been designed to provide training and reference material for SmartStream users that will be performing, purchase change orders, receiving, and approval processes within City and Board departments.

This manual contains instructions changing, canceling, printing and reprinting purchase orders.

Instructions for receiving are also included in this manual.

NOTE: As of July 2004 only Procurement Services has the ability to increase, decrease or close Purchase Orders. Please utilize the Change Order Form to request a change to an existing Purchase Order. This form is available at http://www.hartford.gov/purchasing/Policy.htm.

GENERAL PURCHASE ORDER PROCESSES

Reprinting Purchase Orders

1. SmartStream Desktop

- Logon
- Select the Select Purchase Orders to Send activity from the Activity list.

2. Select Purchase Orders to Send window

- Use this window to select the purchase order to resend. The purchase order must be selected to resend before it is processed by the PO Send job. After the send job is complete, you may reprint the PO.
- Site defaults to CITY or HPS.
- Select the Select Purchase Order History button.
- Use the search criteria to locate the purchase order.
- Select the purchase order and return to the Select Purchase Orders to Send window.
 - Highlight purchase order.
 - · Click Resend.
 - Note: The status does not change. If you are unsure, click Resend again.
 - Close the window to return to your SmartStream Desktop.
- 3. You must wait until after the half hour has passed before you can reprint your purchase order. The PO Send job runs every half hour from 8am to 6:30pm.

4. Purchasing Reports window

- Use this window to reprint purchase orders.
- Enter the site on the Remote Processing Server Login window.
- Enter the following on the Purchasing Reports Report Parameters window.
- Report Option ID Not needed.
- Reports to Run Select 'Purchase Order Print'.
- Highlight specific purchase orders to print. Don't forget to highlight the change order also.
- **Print Button** Select to print.

- Purchase orders will print to the default printer for your PC.
- Close this window to return to your SmartStream Desktop.

Decreasing Purchase Orders

(Available to Procurement Services Only. Departments may request a decrease using the Change Order form available at: http://www.hartford.gov/purchasing/Policy.htm.)

Background

- You may wish to decrease the encumbered amount on a PO line.
- Only amounts not invoiced may be decreased.
- If the PO was created from a requisition, decreasing amounts on the PO line will automatically reopen the requisition. The requisition is reopened after PO send is complete.
 - 1. Reopening the requisition will allow another purchase order to be issued from the remaining funds on the requisition.
 - 2. If the requisition is closed short, the money is available in the fund.

Procedures

- 1. Access the Purchase Order window.
- 2. Input the PO number to be changed, and then switch to the Attached Requisitions view.
- 3. On the Attached Requisitions view, change the quantity to the revised total (less the decrease). Note: you may only decrease the amount not invoiced.
- 4. Select to Save. Message is displayed asking if you want to also change the promised quantity to equal the line schedule quantity. Answer Yes to this question.
- 5. Access comments on the Purchase Order Line view. Enter comments noting the change order amount, department, and requesting person.
- 6. Save your changes.
- 7. The status displayed on the Main view of the Purchase Order window is now ChgO:Appv (Change Order Approved). Note: The requisition remains closed until PO Send is run. (PO is printed)
- 8. Pre Audit Supervisor reviews purchase order and change orders daily. This decrease will be selected to send on the Select Purchase Orders to send window.
- 9. The PO Send job will run and print purchase orders every 30 minutes. This means the purchase order will print within 30 minutes after approval is complete.
- 10. If you wish to have the funds Unencumbered (decrease the PO) **AND** Uncommitted (close requisition line short), perform the following additional step:
 - Access the Requisition window. You may do this from your Desktop or by selecting the Review, then Requisition Action on the Purchase Order Attached Requisitions view. (Right mouse click to view this option) The Requisition window is automatically displayed.

- Note: If the requisition line was already closed before you change the purchase order, you will have to wait until PO send is run before you can perform the next step.
- On the Main view of the Requisition window, highlight the line to be closed (shift/click on it, or press F7) and select the Action icon, then select Close Requisition Short option.
- Save the Requisition.
- Note: You may decrease the PO again in the future. Just repeat the above process.
- 12. Do not close the requisition short if the department requested to have the funds Unencumbered (decrease the PO) Only.

Increasing Purchase Orders

(Available to Procurement Services Only. Departments may request an increase using the Change Order form available at: http://www.hartford.gov/purchasing/Policy.htm.)

Background

- You may wish to increase the encumbered amount on a PO line.
- A new line should be added to the purchase order to add dollars to the purchase order. This line will not be generated from a requisition.
- Note, this will increase the encumbrance dollars, but the commitment dollars remain unaffected.

Procedures

- 1. Department notifies Purchasing which PO numbers and amount to increase. Access the Purchase Order window.
- 2. Add a line with the additional dollars to the purchase order.
- 3. PO is now in a pending approval status.
- 4. Pre-Audit will check funds and approve the purchase order.
- 5. The PO Send job will run and print purchase orders every 30 minutes. This means the purchase order will print within 30 minutes after approval is complete.

Closing Purchase Orders

(Available to Procurement Services Only. Departments may request that a PO be closed out using the Change Order form available at: http://www.hartford.gov/purchasing/Policy.htm.)

Close Entire Purchase Order

Criteria: The following criteria need to be met in order for the purchase order header, lines and line schedules to be closed using this method:

- 1. The purchase order **MUST** be in a Sent status in order to enable the "Close Purchase Order" action. This action is only enabled from the main view.
- 2. There must be either receipt and/or invoice activity against the purchase order. If there is no receipt or invoice activity the purchase order will not close it must be cancelled.

When the Purchase Order is closed it **CANNOT BE UNDONE**. The only way the purchase order would re-open would be within the current system processing guidelines (i.e. reversing the receipt or deleting/canceling the invoice).

Close Selected Lines on Purchase Order

- 1. Access the purchase order on the Purchase Order window.
- 2. Move to the Line Schedule Detail view.
- 3. Access the proper line and look at the Receipt Quantity and the Invoice Quantity in the lower right hand corner.
- 4. Use these rules
 - If the receipt qty is equal to the invoice qty, then use the action to close the line to receiving. The PO line status will change to 'closed'. The receipt status to 'closed short'. The invoice status to 'invoiced complete'.
 - If the receipt qty is less than invoice qty, then use the action and close the line to receiving. The PO line status will change to 'closed'. The receipt status to 'closed short'. The invoice status to 'invoiced complete'.
 - If the receipt qty is greater than invoice, you must use the Receipt Maintenance window to reduce the receipt quantity to equal the invoice quantity. Then use the action on the PO to close to receiving. The receipt status will change to 'closed short'.
 - If the receipt qty and invoice qty are both 0 then use the action icon to cancel the line schedule.
 - When closing a line short you must be on the Line Schedule Detail view.
- 5. The PO header status will close when all lines are closed.
- 6. In the line comments of the closed line put the date, the reason the PO is being closed and your initials.
- 7. Put the original printed copy in file (signed by the buyer). Do not mail out any copies.

Changing /Canceling Purchase Orders

1. SmartStream Desktop

Select the Purchase Order activity from the Activity list.

2. Purchase Order window

- Use this window to change the purchase order.
- You may change PO line information, add comments, etc.
- You may also use the Action Icon to Cancel a PO line or cancel the entire purchase order.
- The purchase order status will change to ChgO:Apprv or Cancel:Pen.
- Close the window to return to your SmartStream Desktop.

3. Select Purchase Orders to Send window

- Use this window to select the purchase order to send. This is the same process you follow for a new purchase order.
 - Highlight purchase order.
 - Click send.
 - Note: The status changes to ChrO:Out or Cancel:Out.
 - Close the window to return to your SmartStream Desktop.
 - 4. You must wait until after the half hour has passed before you can print your change order. The PO Send job runs every half hour on the hour from 8:00 am to 6:30 pm.

5. SmartStream Desktop

• Select the Purchasing Reports activity from the Activity list.

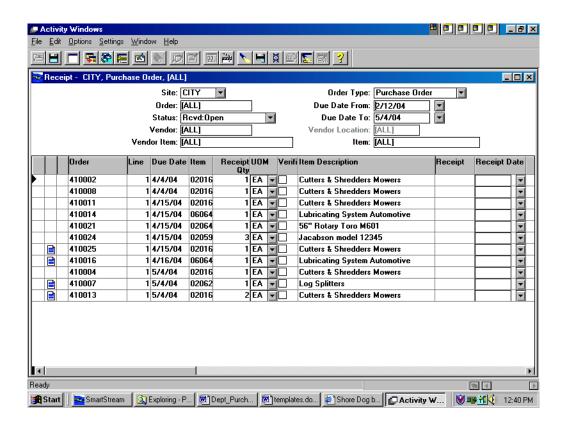
6. Purchasing Reports window

- Use this window to print the change order.
- Enter the site on the Remote Processing Server Login window.
- Enter the following on the Purchasing Reports Report Parameters window.
- Report Option ID Not needed.
- Reports to Run Select 'Purchase Order Print'.
- **Select All** Select to print all purchase orders or highlight specific purchase orders to print. Don't forget to highlight the change order also.

- **Print Button** Select to print.
- Purchase orders will print to the default printer for your PC.
- Close this window to return to your SmartStream Desktop.

PURCHASE ORDER RECEIPTS

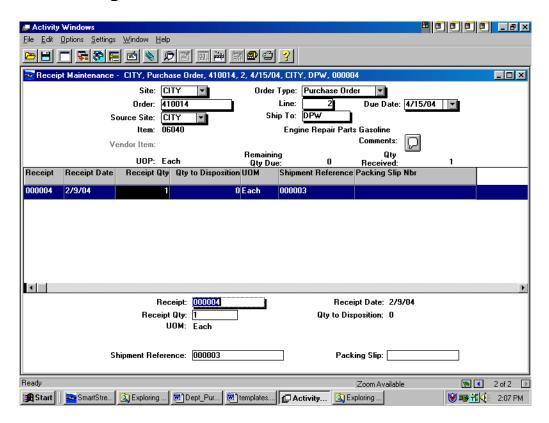
Processing Receipts



Receipt Window

- Use the Receipt window to post receipts for all purchase orders.
- Receipts must be posted before the invoice is entered and paid.
- 1. Site Enter either CITY of HPS.
- 2. **Order** Enter the purchase order number. If the purchase order number is not known, use the other possible selection criteria on the header.
- 3. Review the receipt quantities and change if needed.
- 4. Highlight the line and select the Save | icon to post the receipt.

Processing Returns



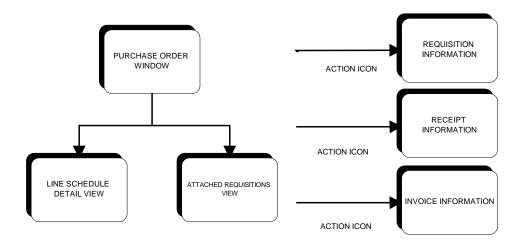
Receipt Maintenance Window

- Access the Receipt Maintenance window to adjust a receipt quantity or post a return.
 - 1. Site Select CITY or HPS.
 - 2. Order Type Select Purchase Order
 - 3. **Order Number** Enter the purchase order number.
 - 4. **Line Number** Enter the line number.
 - 5. **Due Date** Enter the due date.
 - 6. Note: Use the File Open icon if you do not know the above fields.
 - 7. Highlight the line in the body of the window for which you wish to make the adjustment or return.
 - 8. Change the Receipt quantity to the correct amount or '0' for a return.
 - 9. Select the Save icon.

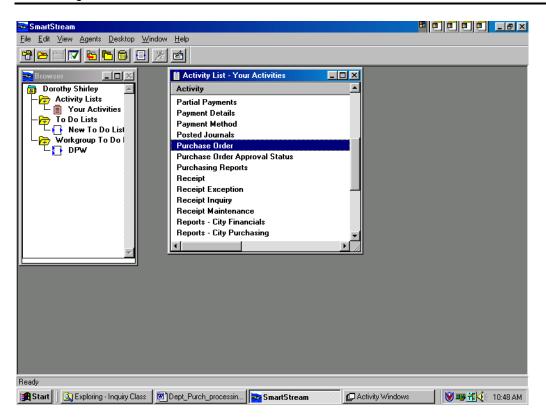
Purchase Order Inquiry

Purchase Orders that have Change Order activity will be up-to-date on the Smart Stream Financial System. Currently (12/2004) the RFP Depot System used to generate the original PO does not have Change Order capability and will not reflect any changes that may have been made to a PO.

Overview

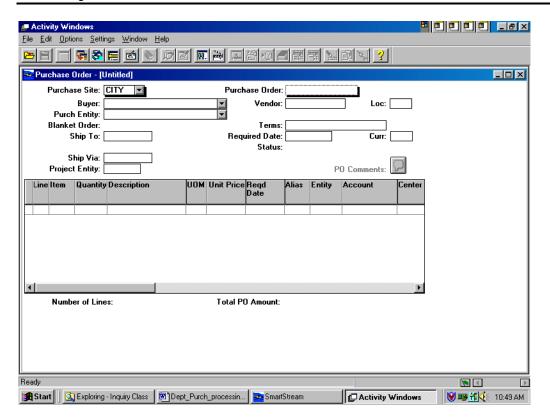


- The Purchase Order window is used to inquire on the status of your purchase orders and receipts.
- Some windows have too much information too fit on one screen. The Purchase Order window has a main view that contains most frequently used information. Sometimes you may have to go to an additional View of this window to find additional information.
- You may also use the Action icon located on the Menu Bar to review your original requisition, invoice or view receipt information.
- The flow chart above displays this scenario.
- Additional views of the Purchase Order window may be accessed by clicking on the Views icon on the Tool Bar.
- The Views icon or the Return To Main View icon may be used to return to the Main view at any time.
- You may close this window and return to your SmartStream Desktop at any time, from any view.



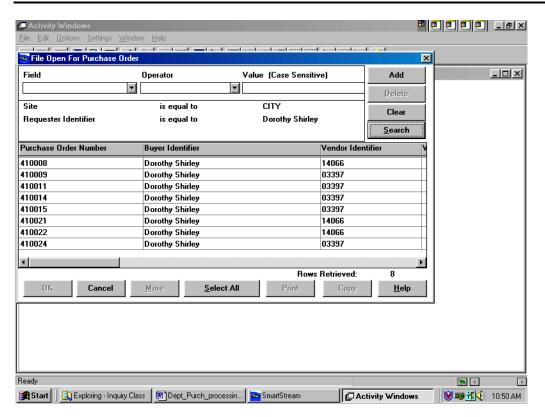
SmartStream Desktop

• To inquire on Purchase Orders, access the Purchase Order window by selecting 'Purchase Order' from your Activity List.



Purchase Order Window - Main View

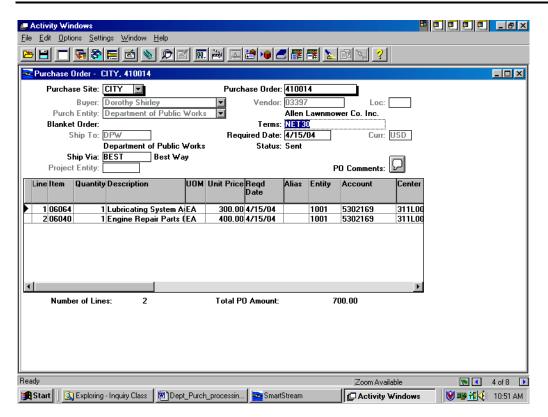
- Use this window to inquire on purchase orders.
- If you **know** the purchase order number, enter it in the Purchase Order field and Tab off. Your purchase order will be displayed.
- Remember that you may Zoom to this window from the Requisition window. See the previous section on requisition inquiry for more details.
- If you **do not know** the purchase order number, or you want to list multiple purchase orders, follow the instructions below for using File Open.
- 1. Site CITY or HPS will default.
- 2. **Purchase Order** Enter the purchase order number you wish to view. If you do not know the purchase order number, use the File Open icon to find it.
- 3. **File Open Icon** Select this icon to access File Open so that you may find a specific purchase order.
- 4. The File Open window is now displayed.



File Open for Purchase Order Window

- Use search criteria to narrow down the search for your purchase orders.
- Once you enter search criteria, click the Search button to initiate the search.
- The above example shows how to search for all purchase orders entered for your Requester Id.
- Note: To delete a line of search criteria, highlight the line, and then choose the Delete button.
- Note: The following instructions show you how to search by your Requester Id. You may
 use additional criteria to narrow your search. For example some additional search criteria
 are as follows:
 - Search by your Requester Id and your Ship To Code.
 - Search by your Requester Id, your Ship To Code, and Purchase Order Status.
 - Note: Select the Add button after entering each row of criteria. This allows multiple criteria to be added.
- 1. **Field** Use the Drop Down List Box to select Requester Id.
- 2. Operator Use the Drop Down List Box to select 'is equal to'.
- 3. Value (Case Sensitive) Select your requester name.

- 4. **Search Button** Click the Search button. You will see a listing of purchase orders that meet your search criteria.
- 5. Rows Returned Message If you do a File Open and your search criteria is too broad, you will receive a message that says 'You have received the maximum number of records allowed'. There is a default within SmartStream that determines how many lines of data are returned to your workstation at one time. City of Hartford has set this default at 50 rows. Narrow your search criteria and search again.
- 6. From the listing of purchase orders you may do any of the following:
 - Return Values to Window When your search is complete you can return the
 required data by selecting one or more lines and either double click or use the OK
 button. You can select a range of data by using the shift key or select individual
 lines by using the control key. If you select multiple lines, use the OK button to
 bring them back to the Purchase Order window.
 - Print Rows Retrieved Once you have returned the desired set of information based on your search criteria, select the rows you wish to print then select the Print button. This will print a listing of your search results.
 - Re-Ordering Rows Clicking on the row header will reorder the rows by the header value. For example, clicking Requisition Identifier will reorder all rows in order by requisition identifier.
- 7. If you select a purchase order or multiple purchase orders and select the OK button, the Purchase Order window is displayed showing the purchase order you selected.



Purchase Order Window - Main View

- Use this window to view details of a purchase order.
- The following describes information commonly viewed and some helpful hints for using this window.
- You use the Actions icon on the Menu Bar to review invoices and receipts for the purchase order.
- Please note: we do not discuss all fields on all windows and views. City of Hartford does
 not use some of the fields. You should carefully review each window and determine where
 information important to you may be viewed.
- Don't forget to use the Help icon to explain the meaning of information on the window.
- 1. **Buyer** Displays the buyer responsible for the purchase order.
- 2. **Vendor** Displays the vendor number and name assigned to the purchase order.
- 3. **Status** Displays the status of the requisition. Most common statuses are Sent (PO has been sent to the vendor) and Closed (PO has been completely received and invoiced).
- 4. Scalable Grid Remember you can rearrange the column display order on the grid portion of the window. You may also change column widths. These settings will be saved when you Logoff. Reference the SmartStream Introduction section of this document for further details.

- 5. Line Details Displays the following information for each purchase line:
 - Item Number
 - Vendor Item (or Manufacturer Number)
 - Description Description of the Item, Vendor Item, Asset, Service, etc.
 - Discount Price Unit price.
 - Quantity
 - Total Received and Total Invoiced
 - Receipt and Invoice Status
- 6. Views Icon Select to access other detail views of the purchase order if needed.
- 7. **File, Close** Select File from the Menu Bar, then Close, if you wish to return to your SmartStream Desk Top. Or select the SmartStream icon from the upper left-hand corner.